

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Security Violations -- Staff Directive No. 42

FROM:

C/AS/ICS

EXTENSION

NO.

DCI/ICS 83-4807

DATE

10 May 1983

STAT

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

STAT

STAT

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STAT

1.

LL/ICS

10 MAY

10 MAY

2.

3.

C/CIPC

12 May

4.

5.

EO/ICS

11 May

6.

7.

Miss Eloise Page
DD/ICS

12 May

8.

9.

D/ICS

5/12

10.

11.

C/AS/ICS for dist

5/13

12.

13.

14.

15.

Attached is a memorandum to the DCI regarding IC Staff involvement in the delivery of classified material to uncleared personnel on the Hill. Also attached for your signature is an IC Staff Directive establishing procedures to preclude delivery to uncleared personnel on the Hill.

5-7149
Suggest we send memo forwarded to DCI and wait until [redacted] return for final action on the Directive. [redacted] will be back 12 May but we should probably try to get this up to the DCI as soon as possible.

FORM

610

USE PREVIOUS EDITIONS

STAFF COORDINATION RECORD

SUBJECT: Security Violations
Staff Directive No. 42

ACTION OFFICE/ACTION OFFICER:

C/AS/ICS

STAT

COORDINATION: For your information.

OFFICE/OFFICER	INITIALS	DATE
 C/CIPC	 <i>See comments</i>	<i>5/6/83</i>

STAT

COMMENTS:

C/CIPC :

I concur with the proposed staff directive, but with one reservation. I asked, but was unable to ascertain the total volume of material going to work from ICS. If STAT
handles most of what we send at present, then there is no problem; if however, this means they are going to spend most of their time as couriers, neglecting their liaison, representational or internal staff work, we will have to modify the directive to allow use of couriers, but only thru them. I suggest we try it as it now stands for 30 days STAT
and see what the true impact may be.

STAFF COORDINATION RECORD

SUBJECT: Staff Directive No. 42
Security Violations

ACTION OFFICE/ACTION OFFICER:
C/AS/ICS

STAT

COORDINATION: For your comments.

OFFICE/OFFICER	INITIALS	DATE
<input type="text"/> LL/ICS	<input type="text"/>	10 MAY 83
<input type="text"/> C/CIPC		12 MAY 83

STAT
STAT

STAT

COMMENTS:

ADMINISTRATIVE - INTERNAL USE ONLY

INTELLIGENCE COMMUNITY STAFF

10 May 1983

Staff Directive No. 42

DELIVERY OF CLASSIFIED MATERIAL TO CAPITOL HILL

1. There have been several instances recently of classified intelligence-related material being delivered to personnel on Capitol Hill who were not cleared at the appropriate level for that material. To ensure that classified material originated within ICS is delivered only to authorized personnel on the Hill, the procedures outlined in paragraph two below will be implemented immediately.

2. ICS components will coordinate all classified material prepared for Congressional offices with the Legislative Liaison Staff (LLS). The material will then be sent to the ICS Registry for document control, wrapping, and notification to LLS that the material is ready for delivery to the appropriate Capitol Hill recipient. LLS will determine whether the material will be delivered by CIA couriers or by a member of LLS. Other ICS personnel will not deliver material to Capitol Hill.

STAT

ADMINISTRATIVE - INTERNAL USE ONLY

DCI/ICS 83-4807
12 May 1983

MEMORANDUM FOR: Deputy Director of Central Intelligence
FROM:
Director, Intelligence Community Staff
SUBJECT: Security Violations

STAT

1. In response to your inquiry dated 25 April 1983, which was predicated upon a letter of complaint from Senator Ted Stevens, the Chairman of the Subcommittee on Defense, Committee on Appropriations, United States Senate, the Intelligence Community Staff conducted an investigation to determine what involvement, if any, our Staff had in the security violations cited by Senator Stevens in his correspondence to the DCI.

2. Discussions with Registry, Security and Legislative Liaison officers assigned to the Staff revealed that there was a recent security infraction which indirectly involved the IC Staff. In February 1983, two separate letters were prepared for delivery to Senator Ted Stevens and Representative Joseph Addabbo by the DCI's secretary at the Executive Office Building. Apparently this correspondence was placed in envelopes bearing the return address of the IC Staff. The letters were given to Agency couriers assigned to Headquarters by the DCI's secretary for delivery to Capitol Hill. Unfortunately, the couriers were not aware that Sensitive Compartmented Information (SCI) was included in the letters. In delivering the correspondence, the couriers left the material with uncleared personnel in the offices of Senator Stevens and Representative Addabbo.

3. While the IC Staff was not directly involved in this particular infraction, we have issued a Staff Directive requiring that all material destined for Capitol Hill be coordinated with our Legislative Liaison officers who will ensure that it is properly addressed. The material will then be delivered by CIA couriers or by one of our Legislative Liaison officers. It is our belief that this procedure will preclude future incidents of improper delivery of material to the Hill. We realize fully the nature of Senator Stevens' complaint and want to convey to him and all members of the Appropriations Committee a spirit of security consciousness.

STAT



ADMINISTRATIVE - INTERNAL USE ONLY

SUBJECT: Security Violations

Distribution: DCI/ICS 83-4807

Original - Addressee

- 1 - Security Violations File
- 1 - Chrono
- 1 - ICS/REG
- 1 - C/CIPC
- 1 - LL

DCI/ICS/AS/SEC/

10 May 1983

STAT

STAT

IC STAFF

Routing Slip

TO:	ACTION	COORD	INFO
EO/ICS			<i>Rm</i>
D/ICS			X
DD/ICS			X
EA-D/ICS			
SA-D/ICS-EP			X
CIPC			X
LL		X	
PPS			X
PBS			X
COMIREX			X
SIGINT			X
HUMINT			X
FIPC			X
IHC			X
SECOM			X
CCIS			X
SECRETARIAT			
<i>AS / Security</i> REGISTRY	X		
DDCI			
SUSPENSE: <i>6 May</i> Date			
REMARKS: AS: please prepare a report to DDCI on the incident cited and prepare a memo to the staff on procedures per DDCI memo.			

Washington, D.C. 20505

Executive Order

83-2211/2

25 APR 1983

MEMORANDUM FOR: Executive Director, Central Intelligence Agency
Director, Defense Intelligence Agency
Director, Intelligence Community Staff
Director, National Security Agency/
Chief, Central Security Service
Under Secretary of the Air Force

SUBJECT: Security Violations

1. By the attached letter, the DCI has been informed of numerous security violations on the part of member agencies of the Intelligence Community pertaining to delivery of intelligence-related material to the Senate Appropriations Committee Subcommittee on Defense. These would appear to have arisen from either a lack of knowledge of the proper procedures or disregard of standard security practices, for which there can be no excuse.

2. It is especially disturbing and particularly embarrassing that these breaches have occurred on Capitol Hill, where it is vital that the Intelligence Community display the high level of security discipline which we claim to practice and demand. From the example cited by Senator Stevens, it would certainly seem that we are not practicing what we preach.

3. I therefore request that you take the following actions:

-- immediately investigate the circumstances of the violations cited by Senator Stevens and report the results to me; and

-- ensure that all personnel involved in the delivery of classified information to the Hill are fully briefed and understand the procedures cited in Senator Stevens' letter.

4. I cannot emphasize too strongly the importance of strict adherence to all necessary security procedures. Every effort should be expended to prevent security violations of this or any other kind.

John N. McMahon

Attachment:
Ltr from Senator Stevens
dtd April 8, 1983

STAT

DCI
EXEC
REG

ALASKA
 JACKSON, JR., CONN.
 CLARK, EDGAR
 T. NEV.
 UTAH

ARIZONA, MISS.
 ANDREWS, N. DAK.
 ARKANSAS, S. DAK.
 BART W. EASTEN, JR., WIS.
 BOWEN M. D'AMATO, N.Y.
 JACK MATTHEWS, GA.
 ARNOLD GOODMAN, N.J.
 ARLEN SPECTER, PA.
 PETE V. DOMINICI, N. MEX.

JOHN C. STODOL, MISS.
 ROBERT C. BYRD, W. VA.
 WILLIAM PROXMIRE, WIS.
 DANIEL K. BIDENTE, HAWAII
 EDWARD F. HOLLINGS, S.C.
 THOMAS F. BARTLETT, MD.
 LAWTON CHILES, FLA.
 J. EDGEMOTT JOHNSON, LA.
 WALTER D. MIDDLETON, KY.
 GUYTON N. BURDICK, N. DAK.
 PATRICK J. LEAHY, VT.
 JIM BAKER, TEXAS
 DONALD DE CONING, ARIZ.
 DALE BUMPERS, ARK.

J. KEITH KENNEDY, STAFF DIRECTOR
 FRANCIS J. SULLIVAN, MINORITY STAFF DIRECTOR

Executive Registry

83-2211

United States Senate

COMMITTEE ON APPROPRIATIONS

WASHINGTON, D.C. 20510

April 8, 1983

The Honorable William J. Casey
 Director of Central Intelligence
 Washington, D. C. 20505

Dear Mr. Director:

Once again the Committee must notify you of a series of violations to our security standards. As outlined in our letter of June 18, 1982, all classified information pertaining to intelligence and intelligence-related material must be delivered to room SD-122 or SD-119 and signed for by a staff member specifically cleared to receive such information.

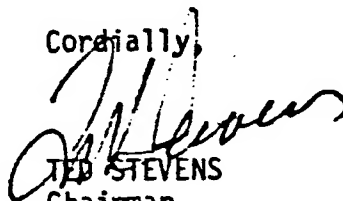
None of my other offices either in the Capitol or in the Russell Office Building should receive classified information since staff members there do not have necessary clearances and no secure storage exists at these locations. Nor should classified data intended for Appropriations Committee use be delivered to another committee. Recent violations have involved deliveries by the Intelligence Community staff, the Department of Defense, the National Security Agency, [redacted] In each of these cases, information was either left with uncleared personnel, was not signed for, or was delivered to another room or committee.

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Please instruct your staff again of our policy so that we may ensure classified information receives the full protection to which it is entitled.

With best wishes,

Cordially,



TED STEVENS

Chairman

Subcommittee on Defense